



IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

Judge or Division:	Case Number:
	MACSS Case ID:
Petitioner:	Employee/Payee: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
SSN/DOB: vs.	Employee/Payee SSN:
Respondent:	Employer/Payor Name and Address:
SSN/DOB:	(Date File Stamp)

### Notice of Income Withholding

**To Employer/Payor:**

Pursuant to Section 452.350 RSMo, this Income Withholding shall go in effect on the above named employee/payee two weeks after mailing and shall continue until further order of this court.

The employee/payee owes the follow amounts:

Current Support: \$ \_\_\_\_\_ per \_\_\_\_\_

Total Arrearage: \$ \_\_\_\_\_

You are directed to withhold and pay over:

Current Support: \$ \_\_\_\_\_ per \_\_\_\_\_

Arrearage Payment: \$ \_\_\_\_\_ per \_\_\_\_\_  
(see Form Instructions)

Total Withholding: \$ \_\_\_\_\_ per \_\_\_\_\_

You are further directed that when the total arrearage amount due has been satisfied in full, the withholding shall be for current support only. A statement of Exemptions limiting the amount of the employee's/payee's income or earnings subject to withholding is set forth on the second page of this form.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
Obligee or Legal Representative

\_\_\_\_\_  
Clerk Date

### Certificate of Mailing

I certify that a copy of this notice was mailed on \_\_\_\_\_(date), by certified mail, return receipt requested, to the above-named employer/payor and, by regular mail, to the employee/payee at his/her last known address.

\_\_\_\_\_  
Clerk

## Payment Remittance Instructions

1. Make the check payable to the Family Support Payment Center and forward to the address provided.

Payee: Family Support Payment Center  
Address: P.O. Box 109001  
Jefferson City, MO 65110-9001

2. Show on the check or on an attached transmittal document: a) the employee's/payee's name and social security number; b) the court case number and, if provided, the MACSS Case ID shown on the front of this form; c) the amount withheld from the employee/payee; and d) the date the amount was withheld from each employee/payee.

## Employer Obligations/Withholding Exemptions

Missouri Statute 452.350 RSMo requires that:

1. The employer shall notify the court in writing upon termination of the employee's employment. The employer shall also inform the court, in writing, of the last known address of the employee, and the name and address of the employee's new employer if known. (452.350.6 RSMo)
2. For each payment you may charge a fee, not to exceed \$6.00 per month, which is to be deducted from the money to be paid the employee in addition to the amount deducted to meet the support or maintenance obligations. Fee is subject to maximum allowable garnishment under Title 15, Section 1673 U.S. Code, as state below (452.350.5 RSMo)
3. Amounts withheld by the employer shall be transmitted, in accordance with this notice, within seven business days of the date that such amounts were payable to the employee. (452.350.7 RSMo)
4. An employer or other person who fails to honor this assignment may be held in contempt of court and is liable for the amount that should have been withheld. (452.350.7 RSMo)
5. An employer shall not discharge, or otherwise discipline, or refuse to hire, an employee as a result of an income withholding. (452.350.9 RSMo)
6. An employer should withhold the amount noted on the front of this form. However, the employer must limit that amount to the current month plus an arrearage amount equal to 50% of the current month (452.350.1 RSMo) or those limits provided below in §1673 U.S. Code, whichever results in a **lower** arrearage amount to be withheld.

### Maximum Allowable Garnishment Under Title 15 Section 1673 United States Code

15 U.S.C 1673

(b)(2) The maximum part of the aggregate disposable earnings of an individual for any workweek which is subject to garnishment to enforce any order for support of any person shall not exceed

(A) Where such individual is supporting his spouse or dependent child (other than a spouse or child with respect to whose support order is used), 50 percent of such individual's disposable earnings for that week;

(B) Where such individual is not supporting such a spouse or dependent child described in clause (A), 60 percent of such individual's disposable earnings for that week;

except that, with respect to the disposable earnings of any individual for any work week, the 50 per centum specified in clause (A) shall be deemed to be 55 per centum and the 60 per centum specified in clause (B) shall be deemed to be 65 per centum, if and to the extent that such earnings are subject to garnishment to enforce a support order with respect to a period which is prior to the twelve week period which ends with the beginning of such work week.

The term disposable earnings means that part of the earnings of any individual remaining after the deduction from those earnings of any amounts required by law to be withheld (i.e., federal and state income taxes, F.I.C.A. taxes and city earnings taxes).